



**Bourbonnais Township Park District
Board of Commissioners Meeting
Exploration Station... a children's museum
1095 W Perry Street, Bourbonnais, IL 60914
May 18, 2020 at 5:30 P.M.**

The May 18, 2020 Board of Commissioners Zoom Board Meeting was called to order by President Hebert at 5:30 pm with the following people present:

Commissioners Present: Clark Gregoire, Anthony Settle, Kim Bennett and Brian Hebert. Wayne Delabre absent.

Appointees Present: Hollice Clark
Remoted in: Dan Borschnack and Brian Scott

Staff Present: Paula Rogers, Amanda Langlois and Frank Cianci
Remoted in: Joe Galloy, Sarah Winkel, Mike Crews, Sharon Richardson, Kelli Brza, Kourtnee Thompson, Brittaney Beck, Jen Blair, Kristi Schu, and Tammy Marcotte.

Staff Reports:

Executive Director: Hollice Clark submits his report weekly to the board and is not included in the board packet.

Finance & Personnel- Paula Rogers is still working on year end. She will be meeting with the auditors soon.

Recreation Station- Sarah Winkel's board report was filed with the May 18, 2020 board packet. (This consists of Kourtnee Thompson, Nicole Jenkin and Jen Blair's reports) Winkel added that she's been off on sick leave for the last month and a half but is now catching up. She said she has sent off the program information to the designer for our virtual and regular brochure. We will only be printing 5000 brochures and not mailing any to customers. Customers can access it online. We will have brochures available at each facility as well as the area libraries and at the Visitors Bureau. Nicole Jenkins has been doing great with meeting new customers for the dog park, Kourtnee Thompson has delivered over 180 water bottles to our Seniors with a nice *We Miss You* note, Jen Blair has been working on getting summer camp ready to go. She did add that trips are hard to plan since nothing is open, but they are hopeful and will keep at it.

Hebert asked if there were any questions. Bennett asked about the Constant Contact bill. Paula Rogers explained it is for the newsletter and it is actually charged amongst facilities. Bennett asked about the Cody Gindy bill. Clark stated that was for pamphlets done for Willowhaven. Settle asked about the truck we will be keeping and fixing. Clark commented that the Ford truck needs a new bed liner and they are hard to find. Settle suggested a flatbed liner if that would work for us. Clark stated that Galloy will work on that to see what is available and what is needed. Rogers did add that this month we paid R&R and Cleary Bros their final payments for the construction.

Diamond Point – Mike Crew’s did not submit a report this month. But he did discuss what has been going on at Diamond Point. Basic mowing, spaying and trimming while working around all the rain we have been getting. They have also helped Joe Galloy as needed.

Parks & Grounds- Joe Galloy’s board report was filed with the May 18, 2020 board packet. Galloy added the seed is in and hopefully it won’t wash away with all of the rain we have had. This is the first time he has seen water standing in the apple orchard. Garden plots are ready and people have been planting. Today they closed off the trail by the bridge and the Indian Caves due to flooding. Police were called because kids were down there playing with their boogie boards.

Marketing- Sharon Richardson’s board report was filed with the May 18, 2020 board packet. Richardson was having trouble hearing the people in the room, but could hear anyone that was remoted in to the meeting. She hoped she hadn’t missed any questions. She has been working on social media, radio advertisements, daily journal ads, webinars, fall brochure, etc. The promotional items she ordered are in, the face bandanas look great. Richardson has contacted all of the bands for our concerts and they are willing to reschedule for 2021 if need be. The Reflection Garden order form and information is now on our website. She also added that Lillian Hurt has been working on social media posts, made videos, edited photos, worked on the newsletter and website.

Ad Hoc Committee Reports:

Special Recreation: No minutes were submitted. Bennett added that she knew they were offering a Virtual Zumba class and their summer camp has been moved to July.

Living History: No minutes were submitted. (no meeting due to COVID-19)

Consent Agenda:

A motion was made by Gregoire and seconded by Settle to approve the Consent Agenda. **Roll call: Delabre-ABSENT, Gregoire-AYE, Settle-AYE, Bennett-AYE, Hebert-AYE. Motion Carried.**

-Approval of minutes for Regular Board Meeting on April 27, 2020 with the corrections added and the amendment from Brian Scott.

Unfinished Business:

New Business:

Hebert asked if there was a motion to accept the Accounts Payable. Gregoire made the motion, Settle seconded. **Roll Call: Delabre-ABSENT, Gregoire-AYE, Settle-AYE, Bennett-AYE, Hebert-AYE. Motion Carried.**

Hebert asked if there was a motion to accept the Payroll. Settle made the motion, Bennett seconded. **Roll Call: Delabre-ABSENT, Gregoire-AYE, Settle-AYE, Bennett-AYE, Hebert-AYE. Motion Carried.**

Hebert asked if there was a motion to approve the Disposal Ordinance 20-03. Settle made the motion and Bennett seconded. Clark stated we will actually be using some of the phones that are listed on the ordinance at the museum. Hebert asked Brian Scott if we needed to not do the ordinance or simply take those items off. Scott stated an Amendment to the Ordinance needed to be done, removing the 30 phones we will be keeping. Bennett made a motion to accept the Amendment, Settle seconded. **Roll Call: Delabre-ABSENT, Gregoire-AYE, Settle-AYE, Bennett-AYE, Hebert-AYE. Motion Carried**

At this time, Clark went over his update on COVID-19 and opening the district. This hand out is attached to the minutes.

Hebert stated there will be no parades or celebrations for Memorial Day but asked everyone to please remember those that have sacrificed for us. He then showed us his presentation that was a slide show that his daughter helped him put together. It contained pictures of the parks, our brochure, our zoom meetings, some Facebook posts we posted, etc. set to music with the following statement:

*These are tough times.
COVID-19 calls for separation.
Even though we are apart, you have
shown us, together is still a possibility.
Thank you for reminding us
we are not alone
Together we are MORE!*

Bennett showed everyone that at the visitor's bureau, they have our small pamphlets that explain Perry Farm.

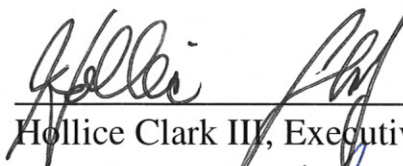
Motion to adjourn and go into closed session at 6:23 pm was made by Settle, seconded by Gregoire. **All in favor, Motion carried.**

Motion to adjourn closed session at 6:37 pm was made by Bennett, seconded by Settle. **All in Favor, Motion carried.**

Motion to reopen session at 6:37 pm was made by Bennett, seconded by Settle. **All in Favor, Motion carried.**

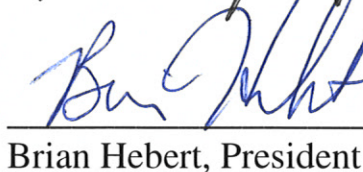
Motion to adjourn the meeting at 6:38 pm made by Gregoire, seconded by Settle. **All in favor. Motion carried.**

Respectfully Submitted by Amanda Langlois.



Hollice Clark III, Executive Director

6-25-2020
Date



Brian Hebert, President

6-25-2000
Date

Minutes approved at the board meeting of June 22, 2020